



FOR CLERK USE ONLY

City Council

Item No. 160

## CITY COUNCIL OF THE CITY OF CALEXICO FACT SHEET

Human Resources/Risk Management  
Department

October 19, 2010

Requested Date

1. **Request:**

City Council approval

☒

Information Only/  
Presentation

☐

Other (specify)

☐

Hearing

☐

2. **Requested Action:**

Authorize City Manager to sign a one year contract with On Site Labor to provide temporary staffing services as needed for positions approved by the City Council

3.

Decrease ☐

Amount: \_\_\_\_\_

Cost:

Increase ☐

Source: \_\_\_\_\_

General Fund & Enterprise Funds

Decrease ☐

Amount: \_\_\_\_\_

unknown/to be determined on  
a case by case basis

Does Not Apply ☐

4. **Reviewed By:**

Finance Dept. on \_\_\_\_\_  
Comments: \_\_\_\_\_

By: \_\_\_\_\_

City Attorney on \_\_\_\_\_  
Comments: \_\_\_\_\_

By: \_\_\_\_\_

*Note: Back up must be submitted along with this form. Deadline is 5:00 p.m., 2 Fridays before the scheduled meeting date.*

CLERK USE ONLY

CITY COUNCIL DATE: \_\_\_\_\_

Action

☐

Filing

☐

Consent

☐

Presentation

☐

Hearing

☐

Other(specify)

☐

Reviewed by: City Clerk \_\_\_\_\_  
Date \_\_\_\_\_

City Manager \_\_\_\_\_  
Date \_\_\_\_\_

# **CITY COUNCIL AGENDA REPORT**

**SUBJECT:** Temporary contract employment services

**AGENDA DATE:** October 19, 2010

**REQUESTED BY:** Council Member Daniel Romero

**PREPARED BY:** Rosalind Guerrero, Human Resources/Risk Management

**APPROVED FOR AGENDA BY:** Victor Carrillo, City Manager

**RECOMMENDATION:** Approve a one year contract with On Site Labor

**FISCAL IMPACT:** to be determined on a case by case basis

**BACKGROUND INFORMATION: (Prior action/information)**

The City Council on September 7, 2010 approved a template contract for professional services when seeking the services of a temporary contract employment services provider. The city of Calexico is currently using the services of On-Site Employment Services through a 60 day contract agreement to provide temporary staffing for the Redevelopment Agency.

A one year agreement with On Site Labor will allow the city to contract for temporary staffing when the need arises. On Site Labor has provided the required insurance certificates and endorsements as specified on the agreement language approved by your Council.

The agreement will assist the Human Resources department in providing temporary staffing on a case by case basis to city departments. Temporary staffing needs will be reviewed with the department director, Human Resources department, and the City Manager to identify staffing needs and a timeframe. Temporary staffing examples would include covering for employees on a medical leave of absence or an extended leave of absence whereby the absence of the city employee may create a hardship on the department and replacement staff is needed.

**RECOMMENDATION:**

**Approve entering into a one year agreement with On Site Labor to provide temporary staffing on a case by case basis.**

Agenda Item No. \_\_\_\_\_

Page \_\_\_\_\_ Of \_\_\_\_\_